

ATTACHMENT A

SCOPE OF WORK

Scope of Work. The CONTRACTOR/CONSULTANT shall perform all services and provide all goods as identified below:

Provide a full-line vending service that offers favorably priced, quality food, snacks and beverages. Provide the City of Redmond staff and visitors with options to eat healthy foods. Provide vending services in a manner which will improve customer perception, participation and acceptance of vending services.

- A. This contract is established as an all-inclusive contract to provide service to all City buildings where vending is, or may be, requested. Contractor shall provide service to all requested City building with the understanding that some sites will experience low sales volumes, but by virtue of holding an exclusive contract, the Contractor will offset these lighter sales through larger volumes of sales elsewhere in the City. It is the City's intent that athletic fields or other locations currently involved in concession activities are excluded from this contract.
- B. Upon commencement of this agreement, Contractor shall install equipment approved by the City agent in all buildings where vending is requested. All machines shall be installed by the contractor at no charge to City of Redmond. Vending machines shall remain the property of the Contractor. A list of the sites to receive vending equipment is included in this scope of work. Additional sites may be added to this contract by addendum as necessary.
- C. Vending machines shall be new and/or of good quality. All vending machines shall be attractive in appearance using the latest designs in the marketplace and shall reasonably match either in color and style. Energy efficient machines are required. Power to the vending machines must fit the present configuration at each location. The Contractor will not be charged for the power consumed by the machines.
- D. Vending machines must accept any combination of nickels, dimes, quarters and dollar coins and bills. Change machines must be provided in areas where a vending machine does not accept dollar bills. Any changes to equipment, price changes, or other changes to the nature of the service, require two (2) weeks advanced written notice to the City agent. The City reserves the option to accept the change or request further discussion of options.
- E. Product pricing shall be kept as low as feasible in order to provide favorably priced items to the City of Redmond staff and visitors. Contractor must provide an easy and efficient process for refunding money lost due to equipment

malfunctions. (Be mindful that the City has no one employee who can be designated to process refunds.)

- F. The City reserves the right to approve all selections to be sold in the machines. Healthy alternatives shall be available. The City also reserves the right to request specific products be offered in vending machines on its premises. Tobacco products will not be vended on City premises. An updated snack and beverage list should be made available to the city of Redmond at least quarterly for consideration and acceptance.
- G. In lieu of payment to the City for the sales opportunity and the use of electrical power, Contractor shall provide a discounted price for vended items. It is recognized that price changes resulting from changes in Contractor's costs may occur from time to time over the course of the contract. Contractor shall notify the City's agent at least one month in advance of any proposed price change. Such price change shall not occur without City's approval. Supporting documentation showing Contractor's costs have increased shall be required.
- H. Contractor shall be subject to all state statutes, specifically including RCW 74.18.200-230 which gives priority to blind enterprises licensed by the state. Contractor shall be responsible for ensuring payment of net proceeds to authorized state agencies as defined by those agencies and the cited RCW. Reports shall be forwarded each month to the city agent showing consumption, for each machine by location along with a monthly statement showing net proceed payments to authorized state agencies.
- I. Contractor shall maintain, clean and service the machines and equipment as required to meet all laws and regulations, and to the City's satisfaction. Machines shall be serviced on a frequent and regular basis to ensure fresh product and to limit stock outages. All products shall be removed and replaced by the date their freshness dating expires, as indicated by the manufacturers' date stamped on the package.
- J. Service calls must be addressed within a reasonable amount of time. Contractor shall provide a list of service contact names with phone numbers for this purpose and keep it updated.
- K. The initial term of this agreement shall be two years commencing December 1, 2005 and ending December 31, 2007. It is the intent of the City to offer an extension to this contract for two additional one-year periods. Any changes to the original agreement must be presented in writing and accepted by the City. Upon agreement to renew, notice will be made in writing by the City of the extended period.

- L. The following locations are included in this Scope of Work. The approximate number of City employees located at each facility is provided as an aid in estimating vending volumes; no guarantees of volume or purchases are offered.

Building

Equipment

New City Hall:
(298 employees)

Beverage merchandiser
Candy/snack merchandiser
Fresh food merchandiser

Public Safety Building:
(24 hour facility)
(108 employees)

Public Areas:
Beverage merchandiser
Candy/snack merchandiser
Police-only accessible Areas:
Beverage merchandiser
Candy/snack merchandiser
Fresh food merchandiser

Senior Center:
(5 employees plus volunteers
and citizens)

Beverage merchandiser

Old Redmond Schoolhouse:
(17 employees plus volunteers
and citizens)

Beverage merchandiser
Candy/snack merchandiser

Public Works – Park Operations:
(25 employees
plus seasonal workers)

Beverage merchandiser
Candy/snack merchandiser

- Operations Center:
(60 employees)

Beverage merchandiser
Hot drink merchandiser
Candy/snack merchandiser
Fresh food merchandiser

Teen Center:
(employees are included in
Old Redmond Schoolhouse numbers,
but there are **A LOT** of customers)

2 - Beverage merchandisers
Candy/snack merchandiser

City Parks:
(Multiple locations may be included
on a seasonal basis only – locations
to be determined at a later date)

Beverage merchandiser